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Materiel Test Procedure 6-3-502
US Army Airborne, Communication
and Electronics Board

US ARMY TEST AND EVALUATION COMMAND
COMMON SERVICE TEST PROCEDURE

PERSONNEL TRAINING REQUIREMENTS

1. OBJECTIVE

This document is a guide to methods and techniques to determine amount and type of training required for operators, and crew/team members to become proficient in the operation and operator maintenance of new developmental items received for service test, including the service test portion of integrated engineering and service tests.

2. BACKGROUND

Equipment, no matter how accurate, efficient or appropriate for the given task cannot be effectively used unless operators and other crew/team personnel are suitably trained to complete their assigned tasks. With each new piece of equipment, appropriate training procedures must be developed and implemented for assigned personnel to become proficient in the operation and operator maintenance of that equipment. Completing the procedures in this document will reveal the adequacy of the instructional material received with new equipment, and any requirements for special training aids, special operator schooling or revised MOS.

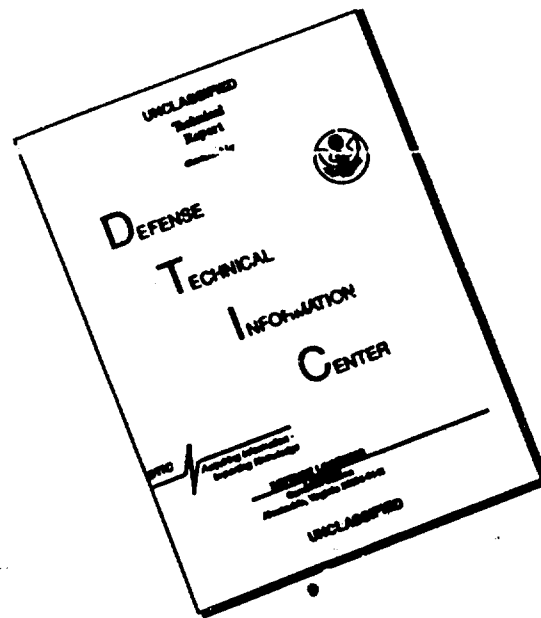
3. REQUIRED EQUIPMENT

- a. Manufacturer's data and other applicable information for equipment to be tested.
- b. Equipment under test (test item).
- c. Training aids (as applicable).
- d. Suitable training test site.
- e. Equipment with which the test item is to be operated, if any.
- f. Appropriate tools.

4. REFERENCES

- A. USATECOM Regulation 70-24, Research and Development: Documenting Test Plans and Reports.
- B. USATECOM Regulation 350-6, Education and Training, Training In New or Modified Equipment and Training Devices.
- C. FM 21-5, Military Training Management.
- D. FM 21-6, Techniques of Military Instruction.
- E. MTP 6-3-523, Safety, Electronic Equipment.
- F. Technical manuals and other operating instructions provided with the test item.
- G. AR 611-201, Enlisted Military Occupational Specialties

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5. SCOPE

The project officer will supervise the preparation of a training program and administration of this program for test personnel of proper MOS; this training program should parallel as closely as possible, the factory training, if any, provided by the item developer. To the greatest extent practicable, this training will simulate operator training to be given when the test item is introduced into the field. The proficiency of trainees will be evaluated upon completion of appropriate phases of programmed training and further training, if required, will be based upon difficulties encountered. Trained personnel will continue to be observed throughout the test period and their proficiency evaluated.

Some test personnel may have received training as referred to in USATECOM Regulation 350-6 (ref 4.B). If so, their proficiency must be verified through examination by the test project officer. Upon verification, these personnel may be used as assistant instructors of others not having received prior training. In all test projects the amount, type, and adequacy of prior training will be reported along with that training conducted by the test agency.

5.1 SUMMARY

5.1.1.1 Test Project Planning

This section provides guidance for test project planning, and requirements for facilities and equipment, and instructions for developing training on equipment being tested.

5.1.2 Test Conduct

This section provides instructions for administering training and observing its effectiveness during testing in the field.

5.1.3 Test Data

This section details the raw data to be collected and recorded while completing the procedures in paragraph 6.2, Test Conduct.

5.1.4 Data Reduction and Presentation

This section provides instructions for analyzing and evaluating the raw data and presenting the results.

5.2 LIMITATIONS

None

6. PROCEDURES

6.1 TEST PROJECT PLANNING

The test project officer and other designated test personnel must:

a. Plan for and schedule any training of the type addressed in USATECOM Regulation 350-6 (ref 4.B).

b. Conduct a thorough study of stated training requirements/implications as contained in QMR's, SDR's, the test directive, and other approved requirements to insure that complete and suitable criteria are selected. If approved criteria statements are not available, an operators training subtest based on representative tactical employment must be included in the test plan.

c. Study thoroughly all instructional material received and the test item to determine the operating capabilities, limitations, and maintenance requirements of the item.

d. Prepare a training program to train test personnel in the installation, disassembly, operation, and operator maintenance of the test item. (See appropriate documents listed in paragraph 4 for assistance in developing the training program. In addition, materials resulting from any New Equipment Training courses conducted at the manufactures plant should be used.)

e. Prepare a detailed schedule showing proposed time periods allotted for each phase of the training.

f. Plan for and schedule training test site, test equipment, and test personnel of the appropriate MOS with skill levels and background compatible with the objective of this subtest.

NOTE: Due to the nominal period for processing a request through USATECOM, USAMC and USCONARC channels for USCONARC personnel on a TDY basis for operator-maintenance support of a service test must be requested NLT 60 days prior to the test (see USATECOM Regulation 600-4).

6.2 TEST CONDUCT

a. Administer the training program developed in paragraph 6.1. Use in accordance with instructions furnished all training devices or aids that may be provided will be used in accordance with the instructions furnished.

b. Observe all test personnel in the performance of assigned functions to evaluate adequacy of training. Give further training, modified if necessary, to correct inadequacies as allotted test time permits.

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6.3 TEST DATA

Record the following:

- a. List of instructional material provided.
- b. Description of training aids provided.
- c. Comments of test personnel on instructional literature and training aids.
- d. List of trainees (name, rank, MOS, skill level).
- e. Short summary of training/experience background of each trainee.
- f. Amount of training by type presented to each trainee; time required for completion.
- g. List of trainee difficulties (to include poor aptitude, attitude, physical dexterity, or understanding of instruction).
- h. Effectiveness of each trainee following each phase of training and at selected intervals throughout the test.

6.4 DATA REDUCTION AND PRESENTATION

a. Review the data obtained and training given, and provided the following summaries for inclusion in the report of the specific commodity item under test.

- 1) Adequacy of instructional material provided.
- 2) Training time required by type and the adequacy of all training.
- 3) Detailed description, incorporating test results, of any occasion wherein training criteria of stated requirements have not been met.
- 4) Adequacy of training aids provided.
- 5) Need for any special training aids or devices not provided.
- 6) Need for special schooling, revised MOS or new MOS.

b. Analyze all data summaries and determine whether training requirements as stated in QMR's, SDR's or other approved documents have been met.

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